

Historic, Archive Document

Do not assume content reflects current scientific knowledge, policies, or practices.

7/2/43
U. S. Dept. of Agriculture.
WASHINGTON, D. C.
WAR FOOD ADMINISTRATION
Food Distribution Administration
Washington, D. C.

MANUAL OF POLICIES AND PROCEDURES FOR ADMINISTRATION OF
SLAUGHTER LICENSE PROGRAM

Livestock and Meats Branch
August 14, 1943

NOT FOR GENERAL DISTRIBUTION

Handwritten text at the top of the page, possibly a title or header.

Handwritten text on the right side of the page, possibly a date or location.

Handwritten text in the middle of the page, possibly a paragraph or section header.

Handwritten text in the middle of the page, possibly a paragraph or section header.

Handwritten text on the right side of the page, possibly a date or location.

Handwritten text in the lower middle of the page, possibly a paragraph or section header.

Handwritten text at the bottom of the page, possibly a signature or footer.

TABLE OF CONTENTS

1000 General Provisions of Licensing Program

- 1100 Definitions of Classes of Slaughterers
- 1200 Quota Periods and Quota Bases

2000 Policy and Procedure for Issuance of Licenses

- 2100 Policy for Issuance of Licenses Other than Determination of Quota Base
- 2200 Adjustment of Quota Base in Connection With the Issuance of Licenses
- 2300 Issuance of Licenses to Persons who Were Classified as Commercial Slaughterers
- 2400 Issuance of Licenses to Persons who Were Classified as Local Slaughterers
- 2500 Issuance of Licenses to Persons Holding Permits as Butchers Under FDO-27, as Amended
- 2600 Issuance of Permits to Farm Slaughterers
- 2700 Issuance of Licenses to Custom Slaughterers
- 2800 Application for Licenses by Persons Previously not Registered or Holders of Permits
- 2900 Information for Other Agencies and Other Administrative Requirements in Connection with Issuance of Licenses

3000 Petitions for Relief From Hardship

- 3100 Policy on Petitions for Relief From Hardship
- 3200 Petitions From Class 1 Slaughterers Designated as National Packers
- 3300 Petitions From Class 1 Slaughterers and Class 2-A Slaughterers not Designated as National Packers
- 3400 Petitions From Class 2-B Slaughterers
- 3500 Petitions From Farm Slaughterers
- 3600 Procedure for Further Appeals

PREFACE TO MANUAL

The policies and procedures covering the slaughter license program are being issued in manual form by the Livestock and Meats Branch, pursuant to Director's Memorandum No. 57, Revision 1. The manual establishes the framework under which the policies and procedures are grouped by subject matter. Revisions or supplements will be numbered according to the outline provided by this framework. This will provide an integrated and systemized set of policies and procedures which will be easy to maintain, and to which quick reference can be made.

The manual is divided into six main sections. Other main sections may be added as the need arises. Each main section is assigned a 1000 number, and subtopics are assigned a 100 number under the main topic. As a rule, the first 100 number deals with policy. Thus "Issuance of Licenses" is assigned 2000 as a base, while "Policy" as the first subtopic under "Issuance of Licenses" is assigned 2100; "Procedure for Determination of the Quota Base" is assigned 2200, and "Procedure for Issuance of Licenses to Persons now Classified as Commercial Slaughterers" is assigned 2300 as a base, etc. A further separation is provided by tens and digits.

Exhibits referred to in the text are included as a group at the end of the manual.

1000. General Provisions of Licensing Program

1100. Definitions of Classes of Slaughterers.

Class 1 and Class 2 slaughterers and custom slaughterers shall operate under licenses. Class 3 slaughterers (farm slaughterers) shall continue to operate under permits.

1110. Class 1 Slaughterer

The term "Class 1 slaughterer" means any slaughterer whose establishment is operated under Federal meat inspection. This group includes all Federally inspected slaughterers whether formerly classified as commercial slaughterers of local slaughterers.

1120. Class 2 Slaughterer

The term "Class 2 slaughterer" means any slaughterer other than a Class 3 slaughterer whose establishment is not operation under Federal meat inspection. A Class 2 slaughterer is subject to the requirements in the Order for sanitary facilities, and facilities which are adequate for the preservation of by-products. Class 2 slaughterers are divided into two groups, as follows:

1121. Class 2-A Slaughterer

The term "Class 2-A slaughterer" means a Class 2 slaughterer whose quota bases total 2 million pounds dressed weight, or more, for a calendar year. This classification applies to non-Federally inspected slaughterers previously classified as commercial slaughterers.

1122. Class 2-B Slaughterer

The term "Class 2-B slaughterer" means a Class 2 slaughterer whose quota bases total less than 2 million pounds dressed weight for a calendar year. This classification applies to non-Federally inspected slaughterers previously classified as local slaughterers and butchers.

1123. Slaughter for Home Consumption

Any slaughterer may, without a license or a permit, slaughter for home consumption, livestock which he has raised on his premises. Home consumption means the consumption of meat by the immediate household of the slaughterer of the livestock from which such meat was derived.

1130. Class 3 Slaughterer

The term "Class 3 slaughterer" means any farmer who slaughters livestock for the delivery of meat in an amount not exceeding 10,000 pounds per year live weight.

1131. Definition of Farmer

The term "Farmer" means any person chiefly engaged in producing agricultural products as a resident operator of a farm. Any farmer may, without a license or a permit, slaughter livestock owned by him for home consumption or for consumption on his premises by his resident or seasonal employees. A farmer may obtain a permit authorizing delivery of meat resulting from slaughter for home consumption, but not more than 400 pounds of meat may be so authorized to be delivered.

1140. Custom Slaughterer

The term "custom slaughter" means the killing of livestock for the owner by any person, other than such owner, for the purpose of meat production. Any person who on August 14, 1943, held a valid and effective permit to custom slaughter livestock under the provisions of FDA-27, as amended, and who meets the requirements of this Order, shall, without application on his part, be issued a license to custom slaughter.

1200. Quota Period and Quota Bases

1210. Quota Periods and Quota Bases for Class 1 and Class 2-A Slaughterer

1211. Quota Period for Class 1 or Class 2-A Slaughterers

For Class 1 and Class 2-A slaughterers, the quota period 4, July 1, 1943, to September 30, 1943, inclusive, has been established. Each subsequent calendar quarter shall constitute a quota period, and shall be consecutively numbered.

1212. Corresponding Base Period for Class 1 or Class 2-A.

The term "corresponding base period" means the calendar quarter of 1941 which corresponds with a calendar quarter of a quota period.

1213. Permanent Quota Base

Each Class 1 and Class 2-A slaughterer shall be assigned a permanent quota base for each base period. The quota base shall be stated in terms of dressed weight for each type of meat delivered during the quota period. In the case of persons formerly classified as local slaughterers who are being

placed in Class 1 by virtue of being subject to Federal meat inspection, or being placed in Class 2-A by virtue of size of quota base, it will be necessary to compute the quota base from the monthly slaughter basis to the quarterly dressed weight basis (see Section 2413). Any quota base established for such a slaughterer, upon a monthly basis, shall remain upon the same basis until October 1, 1943.

1220. Quota Periods and Quota Bases for Class 2-B Slaughterers

1221. Quota Period for Class 2-B Slaughterers

For Class 2-B slaughterers, each calendar month or accounting month shall constitute a quota period.

1222. Quota Base for Class 2-B

The corresponding base period for a Class 2-B slaughterer is the month of 1941 which corresponds to the given month of a quota period. The permanent quota base for the Class 2-B slaughterer shall be the quantity of meat of such type produced from the livestock owned by him at the time of slaughter in the corresponding base period. Class 2-B includes persons formerly classified as butchers. These persons shall be given a separate quota base for each type of meat. For this purpose the number of head of each type shall be used unless the slaughterer requests live weight of each type instead.

1230. Quota Periods and Quota Bases for Class 3 Slaughterers

1231. Quota Period for Class 3 Slaughterers

Each calendar quarter shall constitute a quota period for a Class 3 slaughterer.

1232. Permanent Quota Base for Class 3 Slaughterers

The quota base for Class 3 slaughterers shall be the number of head of each type of livestock, or, at the option of the farm slaughterer, the total live weight of livestock owned by him at the time of slaughter in the corresponding base period (the calendar quarter of 1941).

2000. Policy and Procedure for Issuance of Licenses.

2100. Policy for Issuance of Licenses Other Than Determination of Quota Base.

In those instances where it is necessary to adjust the quota base as set up in the permit, the license should be issued and the correct quota base assigned. At the time the slaughterer is furnished his license and quota base, he should be advised as to the adjustment and the basis upon which the adjustment was made. Any quotas which exceed the maximum limits provided below shall be reduced to these limits.

2110. Permits Which Should not Have Been Issued.

Where a review of the slaughterer's history indicates that a permit should not have been issued, the Regional Director shall notify the person affected in what respects he fails to meet the requirements of the order and shall afford him an opportunity to submit additional information establishing the right to a license or a permit. A detailed procedure covering this category of cases will be issued in the very near future.

2120. Conditions Under Which Licenses Shall Be Withheld Because of Noncompliance.

One of the principal reasons for replacing the permit system with a license system is to gain a more direct control over the activities of slaughterers. Accordingly, a license should not be issued until it has been definitely ascertained that the applicant or permit holder is entitled to a license and that the quota base to be assigned to him is a proper one. One of the conditions to be taken into account in issuing the license is whether the slaughterer has stayed within his civilian quotas. For this reason the slaughter reports of each applicant must be checked. When the applicant has exceeded his civilian quota, a determination must be made before the license can be issued as to whether or not the overslaughter is of an amount that can be spread over a reasonable period. The procedure for making this determination will be issued to the regional offices within the very near future.

2130. Where It Is Determined to Withhold a License.

Where the Regional Director determines that a license shall not be issued, he shall notify the person affected in what respect he failed to meet the requirements of the order, and shall afford him an opportunity to submit additional information establishing the right to a license or a permit. A detailed procedure for this category of cases will be issued in the very near future.

2140. Slaughter of Livestock to Avoid Waste.

In certain instances it becomes necessary to slaughter livestock in order to avoid waste and conserve meat. Instances of this character may arise when an animal becomes injured and must be slaughtered immediately if the meat is to be suitable for human consumption.

In order to provide for slaughter of animals under such conditions in instances where the owner does not already hold a slaughter permit, the County War Meat Committee is authorized to issue special permits covering the specific animals which must be slaughtered in order to avoid waste. See procedure 2630.

2200. Adjustment of Quota Base in Connection with the Issuance of Licenses.

2210. Persons Who Have a 1941 Quota Base.

The quota base of each class of slaughterers is the slaughter of each type for the corresponding base period in 1941.

2211. Where Slaughterer Did Not Slaughter During Certain Months of 1941.

In case the slaughterer did not slaughter during certain months of the year 1941, it should be determined whether his slaughter for 1941 was normal. If his slaughter in 1941 was not normal, he may be assigned a quota base for each month in which he did not slaughter, not to exceed the average of the slaughter for the months in which he slaughtered.

2212. Adjustment of Quota on Petition Where One Month Abnormal.

Where one month is abnormal, the quota base may be adjusted on petition. In such a case, an adjustment should also be made in one or more of the other months, so that the yearly quota base will not be increased.

2213. Adjustment of Quota Base Where Major Part of Year Abnormally Low.

The quota base may be adjusted on petition where the major part of the year was abnormally low as shown by the record of slaughter for the year 1940 and for the first nine months of 1942. In such a case, the months of January to September may be adjusted by using the average of the corresponding months of 1940 and 1942. For the months October to December, either the 1940 slaughter for the corresponding months or the average of the monthly slaughter from January 1 to October 1, 1942, may be used to determine a quota base. The determination of the method to be used will depend on the slaughter which more nearly corresponds to the base for the other months in the year.

2220. Persons Who Began Slaughtering After January 1, 1942, and Prior to October 1, 1942.

In the case of a person who began slaughtering after January 1, 1942, and prior to October 1, 1942, a license may be granted and a quota base assigned equivalent to the slaughter for each month prior to October 1 in which the applicant slaughtered. For the months of October, November, and December, and for any months prior to October in which the person did not slaughter, a quota base may be assigned equivalent to the average slaughter of the month in which applicant slaughtered between January 1, 1942, and October 1, 1942.

2230. Persons who began operations after September 30, 1942, and before April 1, 1943, and:

2231. Were given authority to deliver controlled meats under Meat Restriction Order No. 1. (The original meat order as issued by OPA).

Such a person may be granted a license and a quota base equivalent to his authorized delivery of controlled meats under Meat Restriction Order No. 1.

2232. Livestock was slaughtered for them on a custom basis by persons who complied with Meat Restriction Order No. 1.

A quota base may be granted equivalent to the average monthly slaughter done on a custom basis.

2240. Persons who began operations after December 30, 1942, and before April 1, 1943, and who were not authorized to make deliveries under Meat Restriction Order No. 1.

2241. Wilful Violation.

If it be shown that any person was a wilful violator of Meat Restriction Order No. 1, he should be denied a quota base. This class will include a number of persons who wilfully engaged in black-market operations and will also include a number of legitimate retailers who began slaughtering due to difficulties in obtaining a supply of meats from usual sources. Every effort should be made to determine whether the permit holder was guilty of a violation of Meat Restriction Order No. 1 through ignorance or whether he was a wilful violator. Wilful violators or black-market operators during the period of September 30 to April 1 should be given little consideration.

2242. Preparation prior to October 1, 1942.

If a person had made substantial preparations in good faith prior to October 1, 1942, with the view of engaging in slaughtering, he may be given a quota base up to a maximum of 75 per cent of his average monthly slaughter of livestock for the period in which he slaughtered.

2243. Preparation after October 1, 1942.

If a person started construction of facilities after October 1, and began slaughtering prior to April 1, he may be given a quota base up to a maximum of 50 per cent of his average monthly slaughter of livestock for the period in which he slaughtered.

2244. Preparation after October 1, 1942, where facilities are inadequate.

If a person started construction of facilities after October 1, 1942, and does not have adequate facilities for slaughtering and conserving by-products, he should be denied a quota base.

2250. Persons who did no slaughtering prior to April 1, 1943.
See Sections 3111 and 3112.

2300. Issuance of Licenses to Persons Who Were Classified as Commercial Slaughterers.

The issuance of licenses to commercial slaughterers will be handled by the Livestock and Meats Branch and the Regional Offices. As these procedures do not involve the state and area supervisors, they are omitted from this manual.

2400. Issuance of Licenses to Persons Who Were Classified as Local Slaughterers.

2410. Issuance of Licenses to Persons Who Were Classified as Local Slaughterers Who Have Federal Meat Inspection.

2411. Informing the Slaughterer.

The Livestock and Meats Branch has sent a copy of the order, a copy of the application for license, and an explanatory letter to each local slaughterer subject to federal meat inspection. (See Exhibit No. 3) The explanatory letter informs the slaughterer that under FDO 75 he is required to submit an application for a Class 1 license to the regional office. The explanatory letter also informs the local slaughterer that he is authorized to continue under his present permit.

2412. Review of Evidence

The Regional Office shall review the entire case of the local slaughterer, including the evidence which he submitted to substantiate slaughter during the base period. This review should eliminate adjustments and quota base which are not warranted by present policy. After the evidence has been reviewed, the regional office shall determine the appropriate amount of slaughter on a monthly quota basis.

2413. Changeover to Quarterly Basis for Inspected Local Slaughterers

All Class 1 slaughterers are required to be on a quarterly dressed weight delivery basis. Provision is made in FDO 75.1 however, for slaughterers in Class 1 with monthly quota bases to continue on that basis until the first of October. The Livestock and Meats Branch in Washington will send to each Federally Inspected Local Slaughterer a letter in addition to the letter referred to in 2411, enclosing a copy of 75.1 and informing the slaughterer of his monthly quota base for September and of the necessity for converting to a quarterly dressed weight delivery basis after October 1, 1943. To accomplish this conversion it will be necessary to learn from the slaughterer the average live weight of his 1941 hogs in order that the appropriate conversion factor may be applied. The letter will request the slaughterer to furnish this in-

formation to the regional office and tell him that the license will not be issued until that information is received. The letter will also inform the slaughterer that his quarterly quota will be arrived at by adding up the monthly totals for each kind of livestock for each quarter. In case the slaughterer feels that his deliveries by quarters in 1941 would substantially vary from the quota bases so calculated, he may so inform the regional office. If so, it will be necessary to send the slaughterer a registration form RS01.1 for completion.

2414. Method of Converting from Monthly Slaughter to Quarterly Dressed Weight Basis

In order to convert from a monthly slaughter basis to quarterly dressed weight delivery basis the monthly dressed weight totals for cattle, calves, sheep and lambs should be totalled by quarter and by kind of meat. In the case of hogs it will be necessary to convert the liveweight totals to dressed weight totals. Therefore the liveweight totals should be added up for each quarterly quota period and the appropriate conversion factor applied, depending upon the weight class of hogs indicated by the slaughterer as his average weights for 1941. The weight ranges and conversion factors to be applied to each follow:

<u>Weight Range</u>	<u>Conversion Factor</u>
200 pounds	.55
201 - 240 pounds	.57
241 - 300 pounds	.59
301 pounds and over	.61

The quarterly quota base periods to be used follow:

- (1) October 1, 1941 to December 31, 1941, inclusive
- (2) January 1, 1941 to March 31, 1941, inclusive
- (3) April 1, 1941 to June 30, 1941, inclusive
- (4) July 1, 1941 to September 30, 1941, inclusive

2415. Issuance of License and Assignment of Quota Base to Person Formerly Classified as Federally Inspected Local Slaughterers.

After the appropriate quarterly dressed weight delivery basis has been determined, a quota base form should be completed and the license issued to the slaughterer. The conversion to the quarterly basis must be completed by October 1, 1943 as monthly quota bases for this group of slaughterers expire at that time. Where the slaughterer has not been in compliance, the license may be withheld or such other action taken as indicated in 2120.

2420. Issuance of Licenses to Persons Who Were Classified as Local Slaughterers Who Do Not Have Federal Meat Inspection.

2421. Informing the Slaughterer.

The Regional Office shall send each local slaughterer who does not have Federal meat inspection a copy of the order, application for a license, and an explanatory letter. (See Exhibit No. 4) The explanatory letter shall inform the local slaughterer of his option of applying for a Class 1 or Class 2 license. The letter shall also inform him that he is authorized to continue under his present permit until such time as he is issued a license and an approved quota base.

2422. When the Local Slaughterer Applies for a Class 1 License.

When the local slaughterer applies for a Class 1 license, he shall complete and file his application with the appropriate regional office. His application should indicate that he has applied for Federal Meat inspection. At the same time, the slaughterer should submit a request for Federal meat inspection to the Meat Inspection Division in Washington, D. C.

The Regional Office shall issue the slaughterer a Class 2 license until such time as he is granted Federal meat inspection.

When the Regional Office receives information from the Meat Inspection Division that the slaughterer has been granted meat inspection, it shall issue him a Class 1 license without requiring further application.

Before the license can be issued, it will be necessary to convert the base from the monthly quota basis to a quarterly dressed weight basis as provided in 2413 and 2414. A sample letter to be used in obtaining the necessary information from the local slaughterer for purposes of converting the quota bases will be furnished to the regional offices in the immediate future.

2423. When the Local Slaughterer Applies for a Class 2 License.

When the local slaughterer applies for a Class 2 license, he shall complete and file his application with the appropriate regional office.

2424. Review of Evidence

The regional office shall review the entire case of the local slaughterer, including the evidence which he submitted to substantiate slaughter during the base period. This review should

eliminate adjustments in quota base which are not warranted by present policy. After the evidence has been reviewed, the regional office shall determine the amount of slaughter to be authorized as the base. In case this review indicates that the slaughterer's quota base on a dressed weight basis is two million pounds or more for a calendar year, it will be necessary to classify the slaughterer as a Class 2A slaughterer and convert his quota base to a quarterly dressed weight base. To make this determination, the conversion factor of 57 percent should be applied to the total live weight for hogs. The license should not be issued to such a slaughterer until his quota has been converted to a quarterly dressed weight delivery basis. A sample letter to be used in obtaining the necessary information from the local slaughterer for purposes of converting the quota base will be furnished to the regional offices. See Section 2414 for the method to be used for converting from a monthly to a quarterly basis.

2425. Issuance of 2B License and Assignment of Quota Base Upon Completion of the Review Procedure.

The regional office shall issue a Class 2B License and send the slaughterer a statement as to the approved quota base. Where the slaughterer has not been in compliance, the license may be withheld or such other action may be taken as indicated in 2120.

2500. Issuance of Licenses to Persons Holding Permits as Butchers Under FDO 27, as Amended.

2510. No Application Required.

A person who holds a permit as a butcher is not required to file an application for a license. The issuance of a license to a butcher shall be on the basis of his present permit and other information in his file. A butcher is eligible for a Class 2 license only.

2520. Issuance of Temporary Authorization to Person Holding a Butcher's Permit.

The regional office shall send a letter to each butcher informing him that he is authorized to continue under his present permit until such time as he is issued a license and an approved quota base. (See Exhibit 5.)

2521. Change Over from Total Live Weight to Live Weight by Kind of Livestock.

Hereafter the quota base for persons who were classified as butchers shall be stated on the basis of the number of head of each kind of livestock or on the basis of live weight for each kind of livestock. It is preferable to have the quota base stated in terms of number of head. It will be necessary to recalculate the quota base for persons who were formerly classified as butchers and whose quota bases are stated in terms of total live weight. To do this, the regional office should sort out permits for butchers whose quota bases are stated in terms of total live weight. Each such person should be sent a copy of Butcher's Application Form FDO 27-2 and a letter requesting him to fill out the application form on the basis of head or, where preferred, on the basis of live weight for each kind of livestock. This information must be received before a license can be issued.

2530. Review of Evidence for Butchers.

The regional office, or its designated representative, shall scrutinize the entire file of butchers, including the evidence submitted to substantiate slaughterer during the base period. This review should eliminate adjustments in quota base which are not warranted by the policies outlined herein.

2540. Issuance of License.

Upon completion of review, the regional director shall issue a Class 2 license to the person holding a butcher's permit and send him a statement of his approved quota base. In cases where the butcher has not been in compliance, the license may be withheld or such other action may be taken as indicated in 2120

2600. Issuance of Permits to Farm Slaughterers.

2610. Farm Slaughterers Who Now Have a Permit.

The present permits of farm slaughterers are to be continued except in those cases where the quota bases are unwarranted. Where the quota base assigned to a farmer appears to be excessive, the county war meat committee shall bring this fact to the attention of the area supervisor who shall recommend appropriate action to the state supervisor.

2620. Application for Farm Slaughter Permit.

Application for farm slaughter permit shall be made in triplicate on Form FDO 27-1 to the county war meat committee of the county war board. The applicant must sign and date each copy of the application.

2621. Application to Slaughter Less than Four Hundred Pounds for Delivery.

The county war meat committee of the county war board is authorized to issue permits to farmers for the amounts necessary to deliver any excess from slaughter for home consumption, provided this amount does not exceed 400 pounds. Each copy of the application shall be signed, numbered, and dated by the issuing officer. In order to meet the legal requirement that only a paid employee of the War Food Administration, Department of Agriculture, is authorized to sign official documents such as a permit, it will be necessary for a member of the county war board to actually sign such permits. One copy of the application shall be given to the farm slaughterer as his permit, one copy shall be retained by the county war meat committee for its files and the original copy transmitted to the area supervisor for his review and transmission to the regional office through the state supervisor.

2622. Application for Slaughter in Excess of Four Hundred Pounds.

On farm slaughter applications for delivery of more than 400 pounds, the county war meat committee shall make recommendations and transmit the original and one copy of the application to the area supervisor. It shall retain one copy. The area supervisor shall review the application and determine the appropriate quota base. He shall sign, date, and number both copies, sending the farm slaughterer one copy as the permit and transmitting the original to the regional office through the state supervisor.

2630. Special Permits for Emergency Slaughter of Livestock.

As stated in Section 2140, the county war meat committee is authorized to issue permits in emergencies where it is necessary to slaughter livestock to avoid waste and conserve

meat. The committee must exercise caution, however, to be sure that an animal for which an emergency slaughter permit is requested is not diseased or otherwise unfit for the production of meat for human consumption. Because of the unusual nature of these cases, the permits may be issued after the animals have been slaughtered without placing the farm slaughterer in non-compliance. Such permits shall be signed and numbered as provided above. The county war meat committee shall forward to the area supervisor for transmittal to the state supervisor the original of each such permit with a statement of the circumstances which made it necessary to issue the permit.

2640. Numbering of Farm Slaughter Permits and Use of Franking Privilege by County War Board.

2641. Numbering of Farm Slaughter Permits.

Each farm slaughter permit shall be assigned a consecutive serial number. This number shall be preceded by the state and county AAA code numbers and the letter "P."

2642. Use of Franking Privilege.

When the county war meat committee wishes to send out official communications, it should arrange with its county war board for the mailing of such communications in order that use may be made of the franking privilege.

2700. Licenses for Custom Slaughterers.

2710. Custom Slaughterers Who Already Have Permits under FDO-27.

A custom slaughterer who already has a permit under FDO-27, as amended, shall be issued a license by the regional director on the basis of the present permit and such other investigation as he determines is necessary.

2720. Persons who Wish to Apply for Custom Slaughter Licenses.

2721. Form To Be Used for Application.

A person who applies for a license as a custom slaughterer and who does not hold a permit under FDO-27, as amended, shall complete in duplicate Form FDO-27-9, Custom Slaughter Application and Permit for livestock slaughter. This form should be submitted to the appropriate area supervisor. The area supervisor should strike out the words "and permit" from the application and substitute the words "for license."

2722. Review of Application by Area Supervisor

The area supervisor shall review the application and make recommendations on it to the state supervisor. One copy with the recommendations made should be transmitted to the state supervisor and the other copy retained by the area supervisor.

2723. Issuance of the License

The state supervisor shall review and submit the application to the Regional Director who shall issue the license.

2800. Application for License by Persons Previously Not Registered or Holders of Permits

In order to be eligible for a license, an applicant who has not previously registered or did not hold a permit should either (1) have a history of slaughtering operations during 1941, or (2) have purchased slaughtering facilities to which a quota base has been assigned. In the first case, the applicant must submit evidence to substantiate slaughter claimed during the base period as indicated in Section 2861. Licenses should be issued to such persons only under most unusual circumstances in which slaughtering has not been done in the intervening period because of fire, illness, and like reasons. In the second case, the applicant must submit certain affidavits as described in Section 3111.

2810. Application for Class 1 License.

Application for Class 1 License should be made on Form LB 31 submitted to the appropriate regional director. To be eligible for a Class 1 license, the applicant must be under Federal meat inspection. The Regional Director shall issue the license and assign the quota base.

2811. Application for Class 1 License by Person Entering Slaughter Business For the First Time.

A person entering the slaughtering business for the first time is not eligible for a license except where he purchases slaughtering facilities which were already in operation and to which a quota base had been assigned. An exception to this rule may be made when the applicant agrees to deliver meat on the ratio prescribed by the Livestock and Meats Branch as between government agencies and civilians. Applications of this sort should be transmitted by the regional office to the Order Administrator in Washington for final determination.

2820. Application for a Class 2A License.

The procedure for application for a Class 2A license shall be the same as that set forth for a Class 1 license except that the applicant need not obtain Federal meat inspection.

2830. Application for a Class 2B License.

An applicant for a Class 2B license may file an application setting forth the quota base and substantiating evidence and shall submit to the Regional Director a petition which includes the facts on which the application is predicated. The Regional Director will act upon the application, issue a license, and assign the quota base where appropriate.

2840. Application for Farm Slaughter Permit.

See 2620.

2850. Application for Custom Slaughter License.

See 2720.

2860. Nature of Required Evidence.

The types of evidence which the permit holder may submit and which will be considered adequate are given below.

2861. Data Taken from Books and Records.

A detailed certified statement of the livestock slaughtered monthly by the permit holder, showing by species the number of head and either live or dressed weight, except that for hogs live weight should be shown. These data are to be taken from the books and records of the applicant kept in the usual course of business. This statement should include only the livestock owned by the applicant at the time of slaughter and should not include livestock slaughtered for others.

2862. In Case The Permit Holder Has Not Kept Books and Records.

In case the permit holder has not kept books and records, the following types of information may be submitted for consideration:

- (a) Records of livestock purchased for slaughter. This information may be obtained from the books of auction companies, commission firms, and others from whom livestock has been purchased. The applicant should obtain from such sellers a certificate that the information is taken from their books and records and is true and correct.
- (b) Records of livestock inspected at time of slaughter in instances where slaughter was under Federal, State, county, or city inspection. If information of this type is submitted, it should be accompanied by a certificate from a responsible officer who has charge of the inspection records.
- (c) Records of meat graded. Where the meat has been graded by Federal graders or under Federal supervision, a statement taken from the records of meat graded for the permit holder, certified by the official in charge, may be submitted.
- (d) Certified records of sales of hides, pelts, and other by-products. In some instances, the permit holder may obtain from official sources or from the purchaser, records of this character which will be of assistance in establishing the number of livestock slaughtered.

2863. Where Permit Holder Is Unable To Furnish Information.

If the permit holder is unable to furnish any of the information coming under paragraphs 2861 and 2862, he should be allowed to submit for consideration any other evidence which may be relevant and which may aid in establishing the quota base. Evidence of this nature, however, should be given the most careful scrutiny and in almost all cases cannot be given equal weight with the documentary evidence described above.

Total sales of meat are of little evidential value, as it is virtually impossible to segregate the amounts purchased from amounts slaughtered by the applicant, and only the amount of livestock owned at the time of slaughter should be considered. Likewise, plant capacity is of little significance as very few plants operate for an extended period at capacity.

In those instances where the permit holder has not kept accurate books and records, every effort should be made to develop documentary information upon which an equitable quota base may be determined.

2900. Information for Other Agencies and Other Administrative Requirements in Connection with Issuance of Licenses.

2910. List of Slaughterers Applying for Federal Meat Inspection.

The license application form provides space for the applicant to indicate whether or not he is applying to the Meat Inspection Division in Washington for federal meat inspection and, if so, whether for complete or partial inspection. In order that the Meat Inspection Division in Washington, D. C., may be sure it has a complete record of all applications for meat inspection, the regional office is requested to furnish to the Meat Inspection Division a list showing the names and addresses of all non-inspected slaughterers who are requesting inspection. This list should show the type of inspection requested; that is, complete or partial.

2920. Information to be Furnished to the OPA.

The Office of Price Administration has requested a complete list of all persons to whom licenses are issued to insure that compliance forms under the rationing program are secured from each licensed slaughterer. For this reason, the regional office shall furnish the appropriate regional OPA office a list of the names and addresses of all slaughterers to whom licenses are issued.

2930. Information to be Furnished to the Defense Supplies Corporation.

In order that the district offices of the Defense Supplies Corporation may have accurate information on which to base slaughter payments, it will be necessary for each regional office to furnish the appropriate district office of the Defense Supplies Corporation with a copy of the quota base assigned to each slaughterer whose quota base is in excess of 4,000 pounds a month. Changes in the quota base resulting from petitions or other adjustments should be forwarded to the appropriate district office of the Defense Supplies Corporation in order that the records of that office will be accurate.

2940. Processing of License Form.

2941. Numbering of Licenses.

Each license shall be assigned a number. The numbering of licenses for persons formerly classified as commercial slaughterers is described in Sec. 2350. Other slaughterers shall be assigned the same permit number they had under FDO 27 as amended irrespective of the class into which they have been placed.

2942. Signature on License

The signature blank on the license provides that the Regional Director shall sign the license. The Regional Director may delegate to someone else the authority to sign the license as Acting Regional Director or he may have his own signature stamped on the license with a rubber stamp.

2943. Entering Class of Slaughterer on License

The entry for class of slaughterer on the license form should be either "1" or "2" as the case may be. The subdivision "Class 2-A" or "Class 2-B" should not be shown on the license, but will be shown on the quota base form.

2944. Acceptance of License

In the lower left-hand corner of the license, space is provided for the signature and title of the person accepting the license for the slaughtering firm.

2950. Quota Base Forms

A quota base form shall be sent with the license to each slaughterer to inform him of his quota base. The form has been designed to serve in addition, as the control card, size 8"x8", with space provided for entering quota base, quota, monthly slaughter, name and address of firm, class of slaughterer, license number, and date issued. The class of slaughterer should show either "1" or "2-A" or "2-B." The name of the regional director or his authorized representative should be written or stamped below the statement to the slaughterer.

2951. Number of Copies

The quota base form should be prepared in quadruplicate. The original copy should be sent to the slaughterer; one copy sent to the district office of the Defense Supply Corporation, as provided in 2930; one copy kept as a control card; and the other copy used for such purpose as the regional director may determine.

2952. Form for Class 2-B Slaughterer

Quota base form FDO-75-2 is to be used for Class 2-B slaughterers whose quota bases are in pounds. Supplies of these forms should reach the regional office in the immediate future.

Quota base form FDO-75-3 should be used for Class 2-B slaughterers whose quota bases are in head (persons formerly classified as butchers). A small supply of these forms will be mailed to the regional offices within a week and the remainder shortly thereafter.

2953. Quota Base Form for Class 1 and 2-A Slaughterers

Forms and instructions for Class 1 and 2-A slaughterers will be mailed later.

3000. Petitions for Relief from Hardship.

3100. Policy on Petitions for Relief from Hardship.

See Section 2200 for policy on making adjustments.

3110. Transfer of Quota Bases and Quotas.

There is no provision in the order under which quotas can be transferred. The quota should not be considered as an intangible property right subject to purchase and sale, or a right inherent in the person to whom it is assigned which may be transferred by him at will. When an application for a quota base is made, all facts and circumstances with respect to the application are given consideration, and a determination is made as to whether applicant is entitled to a quota base. The quota base assigned to a former operator is one of the facts which will be given consideration.

3111. Assignment of Quota Bases in Cases in which a Purchaser has Acquired the Facilities of a Prior Operator.

There are a number of instances in which the owner of slaughtering facilities, who has been assigned a quota base, sells the slaughtering facilities and the purchaser requests a re-assignment of the quota base of the former owner. The general policy has been adopted that a quota base substantially the same as that assigned to the seller will be assigned to the purchaser on the following conditions:

- (1) That the seller file an affidavit that he will not again engage in slaughtering operations and that he will not request the assignment of a quota base on the basis of his slaughter history;
- (2) That the purchaser file an affidavit stating that he will conduct the business in substantially the same area, and will serve substantially the same customers in the same proportionate amounts as did the seller during the last three months the seller was engaged in business;
- (3) Submission of statement listing the names and addresses of all persons to whom meat was delivered from the plant during the last full quarter of operations.

3112. Assignment of Quota Bases in Cases where Persons Have Discontinued Slaughtering.

There are a number of instances in which, for various reasons, slaughterers who have been assigned quotas or who, under the order, would have been entitled to quotas, have discontinued business. Very often these slaughterers have been a material factor in supplying the community in which they were located with meats. Because they have gone out of business, the

community may not have adequate meat supplies. New operators desire to engage in business and through one means or another attempt to acquire the quotas of the persons who have discontinued business. It is not the policy to reassign such quotas; however, in situations where the meat supply is acute, the fact that prior operators are no longer in business should be a factor for consideration in determining whether there is a basis upon which exception to our general policy may be made and a new operator assigned a quota base.

3113. Reassignment of Quota Bases Where a Person Now Operating Does Not Use All of His Quota.

Generally, the policy is to refuse to assign a new operator a part of the quota base assigned to another operator. The reason for this is that to engage in such a policy would tend to foster traffic in quota base and create complexities which would be undesirable. However, under unusual circumstances there may be cases in which the reassignment of a part of a quota of a person now engaged in slaughtering may be justified if the lack of use of such quota creates an acute meat shortage. Such transfers of quota shall be confined to those slaughterers who sell meat at wholesale within the wholesale ceilings.

3114. Shifting of Quotas Between Kinds of Livestock.

Requests are made by a person who has a quota to make adjustments in the quota as between kinds of livestock. For example, a slaughterer may not slaughter all of the beef under his quota and may desire to transfer a portion of that quota to pork or other kinds of meat. We have made certain adjustments as between kinds of livestock for individual slaughterers. This policy, however, will be controlled by general conditions existing in the industry. For example, during the past few months there has been a shortage of cattle available for slaughter and some surplus of hogs being marketed. Under these conditions, it has been our policy to transfer the parts of quotas from beef to pork but to refuse to transfer a quota from pork to beef. A shortage of one type of meat to fill civilian demand shall not be used as the basis for such a transfer. An increase in one type shall be made through such a transfer only if slaughterers who sell under wholesale ceilings are able to use their full quotas of that type of meat.

These general policies will be determined from time to time by the Livestock and Meats Branch, based on conditions existing in the industry. Instructions will be forwarded to the regional offices as to the policy that should be followed with respect to the transfer of quotas between kinds of livestock for individual slaughterers.

3120. Undue Hardship.

What constitutes unreasonable or exceptional hardship is a question of degree of hardship upon the individual slaughterer. There are very few cases in which it may be said that refusal of a permit to an individual who desires to enter the slaughtering business imposes an undue or unreasonable hardship on him. Inability to obtain meats through usual channels on the part of a retailer or wholesaler is not sufficient to constitute undue hardship and to justify the person's engaging in the slaughtering business in order to obtain supplies. Each case in which a petition is filed which cannot be handled under the policy outlined above should be carefully analyzed and, if full facts are not presented, the needed information should be requested. Disturbed economic conditions resulting from the war are not considered as affording a basis for relief under the hardship clause. If the basis alleged in the petition cannot be traced to such disturbed economic conditions, the allegations of the petitioner may fall within the undue hardship clause.

3200. Petitions from Class 1 Slaughterers Designated as National Packers.

Class 1 slaughterers designated as national packers shall submit petitions for relief to the Administrator of the order in Washington, Livestock and Meats Branch.

3300. Petitions from Class 1 Slaughterers and Class 2A Slaughterers not Designated as National Packers.

Class 1 slaughterers not designated as national packers and Class 2A slaughterers shall submit petitions for relief from hardship to the regional director who shall grant or deny such petitions.

3400. Petitions From Class 2B Slaughterers.

3410. Submission of Petition.

A Class 2B Slaughterer shall submit his petition to the Area Supervisor.

3420. Action by the Area Supervisor.

The Area Supervisor shall carefully review the petition and, where possible, confer with the member of the County War Meat Committee of the County War Board in order to obtain their recommendations. The Area Supervisor shall refer the petitions with all recommendations to the State Supervisor.

3430. Action by State Supervisor.

The State Supervisor shall analyze and make recommendations on the petition and transmit it with all recommendations to the Regional Director.

3440. Action by the Regional Director.

The Regional Director shall make the determination on the petition and notify the slaughterer. Copies of the decision should be forwarded to the State and Area Supervisor.

3500. Petitions from Farm Slaughterers.

3510. Submission of Petition.

A farm slaughterer who wishes to appeal shall submit his petition to the County War Meat Committee of the County War Board. The County War Meat Committee shall investigate the circumstances surrounding the petition and make recommendations as to approval or disapproval to the Area Supervisor.

3520. Action by Area Supervisor.

The Area Supervisor will review the petition and the recommendations of the County War Meat Committee. He shall then make recommendations on the petition and transmit the entire case to the State Supervisor.

3530. Action by the State Supervisor.

The State Supervisor shall make the final determination on the basis of the facts and recommendations of the Area Supervisor and the County War Meat Committee. He shall approve or deny the petition, notify the farm slaughterer through the County War Meat Committee where possible, and send a copy of the notice in all cases to the Area Supervisor.

3600. Procedure for Further Appeals

3610. Appeals to a Higher Level.

The appeals procedure provides that an appeal may be denied by the State Supervisor or by the Regional Director. Any appellant has the ultimate right to appeal to the Regional Director, from there to the Order Administrator, in Washington, and finally to the Petition Review Committee in Washington, D. C.

3620. Resubmission of Appeal Which Has Been Denied.

After a petition has been denied, any petition for appeal may be resubmitted and it may go to the next highest official. Appeals of this nature, however, should include substantially the same facts and evidence as were presented to the officer making the original decision in order that the higher officer will be making his decision on the same set of facts and evidence that were considered by the lower officer.

3630. Authority to Accept Appeals.

Any official granted authority to review and grant appeals shall have authority to accept appeals directly from the slaughterer. In such cases, however, recommendations otherwise required from officers at lower levels shall be obtained before the decision is reached, except in extreme emergencies. Officials who have review authority should follow the rule of not accepting appeals directly, except where they believe they cannot justify requiring appellants to return through the prescribed appeals channels.

3640. Granting Appeals in Cases Which Result in a Change of Classification for the Slaughterer.

If the amount of slaughter requested in an appeal would result in the slaughterer's being subject to the provisions for a larger class of slaughterers, the appeal shall be granted only by the official authorized to grant appeals for the larger class. When such an appeal is granted, it should be in the form of a reclassification of the slaughterer, such as from a Class 2B to a Class 2A slaughterer, and the assignment of a new quota base. The Regional Director shall have authority to change the classification of any slaughterer to the correct classification under the order.

EXHIBIT #1

Letter to Federally Inspected Commercial Slaughterer

WAR FOOD ADMINISTRATION

Food Distribution Administration
Washington 25, D. C.

August 10, 1943

Gentlemen:

Food Distribution Order No. 61 is being superseded as of August 15, 1943, by Food Distribution Order No. 75, a copy of which is enclosed. There is also enclosed a copy of an accompanying statement which explains some of the changes which the new Order makes in the livestock slaughter program. Under this Order, and a Director's Order to be issued in a few days, the provisions regarding quota bases, quotas, and deliveries of controlled meat and meat products that affect your operations, will continue substantially the same as in FDO No. 61.

FDO No. 75 prohibits you from slaughtering after August 14, 1943, unless you have been issued a Class 1 license, except as provided therein. For your convenience, an addressed application form is enclosed which should be filled out and mailed immediately.

The review of compliance reports and the assignment of permanent quota bases will not be completed before the effective date of the new Order. You are, therefore, authorized to continue operations in accordance with the present status of your registration and quota base under FDO No. 61 until such time as action is taken on your application for license, provided you file an application for a license postmarked not later than September 1, 1943.

In the future, the Regional Director of the Food Distribution Administration will be responsible, in the region in which you are located, for the administration of FDO 75 and Director's orders issued thereunder. All communications regarding this program, including any questions pertaining to the issuance of licenses, should be addressed to the Regional Director. The name and address of the Regional Director for the region in which you are located is shown below.

Hereafter you will submit a monthly compliance report covering your slaughter operations to the Regional Director, and your weekly report, as previously instructed, to the War Meat Board in Chicago.

Very truly yours,

M. O. Fraser, Acting Chief
LIVESTOCK AND MEATS BRANCH

Enclosures (3)

Letter To Non-Federally inspected Commercial Slaughterers

WAR FOOD ADMINISTRATION
Food Distribution Administration
Washington, 25, D. C.

August 10, 1943

Gentlemen:

Food Distribution Order No. 61 is being superseded as of August 15, 1943, by Food Distribution Order No. 75, a copy of which is enclosed. There is also enclosed an accompanying statement which explains some of the changes which the new Order makes in the livestock slaughter program. Arrangements have been made whereby Federal meat inspection will be available to a much larger group of slaughterers than heretofore who wish to sell meat to the Federal Government. Under this Order, and a Director's Order to be issued in a few days, the provisions regarding quota bases, quotas, and deliveries of controlled meat and meat products that affect your operations will continue substantially the same as in FDO No. 61.

FDO No. 75 prohibits you from slaughtering after August 14, 1943, unless you have been issued a license, except as provided therein. For your convenience, an addressed application form is enclosed which should be filled out and mailed immediately.

The review of compliance reports and the assignment of permanent quota bases will not be completed before the effective date of the new Order. You are, therefore, authorized to continue operations in accordance with the present status of your registration and quota base under FDO No. 61 until such time as action is taken on your application for license, provided you file an application for license postmarked not later than September 1, 1943.

You have the choice of applying for a Class 1 or a Class 2 license. Those who hold Class 1 licenses will be eligible to sell meat to designated Government agencies, while the holders of Class 2 licenses will limit their deliveries to their civilian quotas as heretofore.

No slaughterer, however, will be issued a Class 1 license until Federal meat inspection has been granted to his plant. A slaughterer who is not in a position to place his entire plant under inspection may be granted inspection only for the purpose of producing fresh or fresh frozen meats for delivery to Federal procurement agencies. For example, butchering operations may be conducted with the benefits of Federal inspection under certain conditions, without extending the inspection to the operations in the curing and processing departments. In such cases, the inspection service would be limited to the ante-mortem and post-mortem inspection of the animals from which the meat to be offered to the government is obtained, and to such additional inspection as may be necessary in preparing the fresh or fresh frozen meat for delivery to governmental agencies.

EXHIBIT #5

Letter to Federally Inspected Local Slaughterers

WAR FOOD ADMINISTRATION
Food Distribution Administration
Washington 25, D. C.

August 10, 1943

Gentlemen:

Food Distribution Order No. 27 is being superseded as of August 15, 1943, by Food Distribution Order No. 75, a copy of which is enclosed. There is also enclosed an accompanying statement which explains some of the changes which the new Order makes in the live-stock slaughter program. Under this Order, and a Director's Order to be issued in a few days, the provisions regarding quota bases, quotas, and deliveries of meat that affect your operations will remain substantially the same as before for the month of August.

FDO No. 75 prohibits you from slaughtering unless you have been issued a license, except as provided therein. However, the license will not be issued until your present quota base, evidence substantiating it, and your compliance status are reviewed. You are, therefore, authorized under the provisions of paragraph (y) of FDO No. 75, to continue operating on the basis of your present permit, quota, and quota base, as established under FDO No. 27, until such time as you receive your license or are notified that a license will not be issued to you or any other changes are required, provided you file an application for license postmarked not later than September 1, 1943. For your convenience an addressed application form is enclosed which should be filled out and mailed immediately.

Although this letter is written to you from Washington, you will continue, as previously instructed, to address all reports and other communications regarding this program to the regional office of the Food Distribution Administration and to report your monthly slaughter on Form FDO-27-5.

Sincerely yours,

W. O. Fraser, Acting Chief
LIVESTOCK AND MEATS BRANCH

Enclosures (3)

Requests for inspection should be addressed to the Meat Inspection Division, Livestock and Meats Branch, Food Distribution Administration, Washington, D. C., and should indicate whether the inspection is to cover all operations throughout the plant, or only the production of fresh or fresh frozen meat for delivery to governmental agencies. When such requests are received, you will be informed as to the requirements incident to the granting of such inspection.

If you have requested Federal Inspection, you should indicate such on your application form and apply for a Class 1 license. If you comply in other respects, you will be issued a Class 2 license under which you will operate until Federal inspection is granted your plant. When Federal inspection is granted you will be issued, without further application on your part, a Class 1 license. If you are not requesting Federal inspection, you should apply for a Class 2 license.

In the region in which you are located, the Regional Director of the Food Distribution Administration will be responsible for the administration of FDO No. 75 and all Director's orders issued thereunder. All communications regarding this program, including any questions pertaining to the issuance of licenses, should be addressed to the Regional Director. The name and address of the Regional Director for the region in which you are located is shown below.

Hereafter you will submit your monthly compliance report to the Regional Director, and your weekly report, as previously instructed, direct to the War Meat Board in Chicago.

Sincerely yours,

W. O. Fraser
Acting Chief, LIVESTOCK AND MEATS BRANCH

Letter to Non-Federally Inspected Local Slaughterers

WAR FOOD ADMINISTRATION
Food Distribution Administration
Region

Gentlemen:

Food Distribution Order No. 27 is being superseded as of August 15, 1943, by Food Distribution Order No. 75, a copy of which is enclosed. The enclosed statement explains some of the changes which the new Order makes in the livestock slaughter programs. It may be of special interest to you to learn that arrangements have been made whereby Federal meat inspection is available to a much larger group of slaughterers than heretofore who wish to sell meat to the Federal Government. Under this Order, and a Director's Order to be issued in a few days, the provisions regarding quota bases, quotas, and deliveries of controlled meat and meat products, as they affect your operations, will continue substantially the same as in Food Distribution Order No. 27.

Food Distribution Order No. 75 prohibits any local slaughterer from slaughtering after August 14, 1943, unless he has been issued a license, as provided therein. For your convenience, an addressed application form is enclosed which should be filled out and returned to this office immediately.

The review of compliance reports and of evidence substantiating present quota bases will not be completed and permanent quota bases will not be assigned before the effective date of the new Order. You are, therefore, authorized to continue operations in accordance with the present status of your slaughter permit and quota base under Food Distribution Order No. 27 until such time as action is taken on your application for license. This authorization, however, is not valid unless you file an application for license postmarked not later than September 1.

As a local slaughterer you have the choice of applying for a Class 1 or a Class 2 license. In addition to the permitted slaughter for civilian deliveries, a slaughterer who holds a Class 1 license may deliver unlimited amounts of meat to the Federal Government. A slaughterer who holds a Class 2 license will be permitted to slaughter only an announced percent of the quota bases as was permitted under the previous order.

No slaughterer, however, will be issued a Class 1 license until Federal meat inspection has been granted to his plant. A slaughterer who is not in a position to place his entire plant under inspection may be granted inspection only for the purpose of producing fresh or fresh frozen meats for delivery to Federal procurement agencies. For example, butchering

operations may be conducted with the benefits of Federal inspection under certain conditions, without extending the inspection to the operations in the curing and processing departments. In such cases, the inspection service would be limited to the ante-mortem and post-mortem inspection of the animals from which the meat to be offered to the Government is obtained, and to such additional inspection as may be necessary in preparing the fresh or fresh frozen meat for delivery to Government agencies.

Requests for inspection should be addressed to the Meat Inspection Division, Livestock and Meats Branch, Food Distribution Administration, Washington, D.C., and should indicate whether the inspection is to cover all operations throughout the plant, or only the production of fresh or fresh frozen meat for delivery to the Government. When such requests are received, you will be informed as to the requirements incident to the granting of such inspection.

If you have requested Federal inspection, you should indicate such on your application form and apply for a Class 1 license. If you comply in other respects, you will be issued a Class 2 license under which you will operate until Federal inspection is granted your plant. When Federal inspection is granted you will be issued, without further application on your part, a Class 1 license. If you are not requesting Federal inspection, you should apply for a Class 2 license.

You will continue to report your slaughter operations monthly on Form FDO 27-5.

Very truly yours,

Regional Director

Enclosures (3)

EXHIBIT #5
Letter to Butchers

WAR FOOD ADMINISTRATION
Food Distribution Administration
Region

August , 1943

Gentlemen:

Food Distribution Order No. 27 was superseded as of August 15, 1943, by Food Distribution Order No. 75 and 75.1, copies of which are enclosed. Following are important changes which the new orders make in the livestock slaughter program as it affects your operations.

1. All slaughterers, except farm slaughterers, must obtain licenses in order to continue slaughtering. If you held, as of August 14, 1943, a valid permit under FDO 27, and meet the requirements of the enclosed orders, you will be issued a license without application on your part. However, your license will not be issued until the review of evidence substantiating your present quota base is completed and your permanent quota base is determined. You are, therefore, authorized to continue operations in accordance with the present status of your slaughter permit and quota base under FDO 27 until further notified.
2. The license program provides a new classification for slaughterers. All farmers with quota bases of less than 10,000 pounds of livestock are classified as Class 3 slaughterers. All other slaughterers who do not have Federal inspection are classified as Class 2 slaughterers. Class 2 slaughterers are divided into two groups: those with quota bases of 2,000,000 pounds or over dressed weight are Class 2A slaughterers, and those with quota bases of less than 2,000,000 pounds Class 2B slaughterers. You are, therefore, classified as a Class 2B slaughterer.
3. The quota bases for all slaughterers formerly classed as butchers will hereafter be determined separately for each of the four kinds of livestock. Therefore, if your present quota base is now established in terms of total live weight of all livestock slaughtered, you will be instructed later as to how this change will be made.
4. For the month of August, you are authorized to slaughter the amounts of your quota as previously established. For the month of September the percentages of your quota base which you will be allowed to slaughter are: Cattle 85, calves 85, sheep and lambs 90, and hogs 90.
5. Any slaughterer formerly classed as a butcher is required to submit a monthly slaughter report unless his yearly quota base totals less than 50 head of cattle and less than 300 head of livestock (including cattle). For example, a slaughterer with a yearly quota base of only 150 head of livestock, 60 of which are cattle, will be required to submit a report. This changes the former rule which required reports only from butchers for months in which they slaughtered livestock with a total weight in excess of 4,000 pounds. Form FDO 27-7 will still be used for these reports.

Very truly yours,

Enclosures (2)

Regional Director

142
2731
Library, U. S. Dept. of Agriculture,
WASHINGTON, D. C.

WAR FOOD ADMINISTRATION
Food Distribution Administration
Washington 25, D. C.

To: Personnel Using the Manual of Policies and Procedures
for Administration of the Slaughter License Program

From: H. E. Reed, Chief, Livestock and Meats Branch

Subject: Revisions of and Supplements to the Manual

Attached are revisions of and supplements to the Manual on the Slaughter
License Program. These fit in as follows:

1. The page now starting at 2342 may be removed and the page
running from 2342 through 2352 inserted in its stead. The
material in 2350 with respect to numbering of licenses has
been changed.
2. The page now starting at 2640 may be removed and the pages
running from 2640 to 2724 inserted in its stead. New materials
have been added on the sale of club animals, 2650, and on the
numbering of custom slaughter licenses, 2724.

Attachments

H. E. Reed

100
95

2342. Requirement for Compliance Information Prior to Issuance of License.

The regional office shall not issue a license to a commercial slaughterer until it receives from the Livestock And Meats Branch in Washington the compliance information referred to in 2311. When the slaughterer has not been in compliance, the license may be withheld or such other action may be taken as indicated in 2120.

2343. When Application is Made for Class 1 License.

When the slaughterer applies for a Class 1 license but has not been granted Federal meat inspection, he should be issued a Class 2 license and assigned a quota base. When the Meat Inspection Division informs the regional office that meat inspection has been granted to the slaughterer, the regional office shall issue a Class 1 license without further application on the part of the slaughterer.

2344. When Application is Made for Class 2 License.

A commercial slaughterer who applies for a Class 2 license shall be issued a Class 2 license and assigned a quota base, provided he meets the other requirements.

2350. Assignment of License Numbers to Class 1 or Class 2A Slaughterers.

Each license shall be assigned a number followed by a dash and the state code number shown in 2352. In the case of a person formerly classified as a commercial slaughterer, this number shall be the same as the present registration or establishment number. In the case of a Class 1 slaughterer formerly classified as a federally inspected local slaughterer, the permit number will be dropped and the license number will consist of the establishment number under Federal meat inspection.

A Class 2A slaughterer who is reclassified to Class 1 shall continue to have the same registration number as before and, in addition, shall be assigned an establishment number by the Meat Inspection Division. This establishment number will precede the registration number and be separated from it by a dash.

A Class 2B slaughterer who is reclassified to Class 1 shall be assigned an establishment number under meat inspection and shall not be given a separate registration number. A Class 2B slaughterer who is reclassified to Class 2A shall be assigned a registration number in accordance with the table given below.

2351. Ranges of Numbers for Class 1 or Class 2A Licenses.

The following ranges of numbers are assigned to Washington and to the regions for purposes of numbering licenses which may be issued in the future to Class 1 or Class 2A slaughterers:

5432-5499 - To be retained in the Washington, D. C., Office
5500-5599 - Pacific Region - San Francisco, California
5600-5699 - Rocky Mountain Region - Denver, Colorado
5700-5799 - Midwest Region - Des Moines, Iowa
5800-5899 - Great Lakes Region - Chicago, Illinois
5900-5999 - Southwest Region - Dallas, Texas
6000-6099 - Southern Region - Atlanta, Georgia
6100-6199 - Northeast Region - New York, New York

2352. Registration Numbers to be Further Identified by State Code Numbers.

Each registration or establishment number should be identified by a code number representing the State in which the slaughterer is located. This code number should appear after the registration number referred to above and separated from it by a dash. The number assigned to each State is as follows:

Ala.	1	Ga.	10	Mass.	20	N. Y.	31	Tenn.	41
Ariz.	2	Idaho	11	Mich.	21	N. C.	32	Tex.	42
Ark.	3	Ill.	12	Minn.	22	N. D.	33	Utah	43
Calif.	4	Ind.	13	Miss.	23	Ohio	34	Vt.	44
Colo.	5	Iowa	14	Mo.	24	Okla.	35	Va.	45
Conn.	6	Kans.	15	Mont.	25	Oreg.	36	Wash.	46
Del.	7	Ky.	16	Nebr.	26	Pa.	37	W. Va.	47
D. C.	8	La.	17	Nev.	27	R. I.	38	Wisc.	48
Fla.	9	Me.	18	N. H.	28	S. C.	39	Wyo.	49
		Md.	19	N. J.	29	S. D.	40		
				N. Mex.	30				

meat. The committee must exercise caution, however, to be sure that an animal for which an emergency slaughter permit is requested is not diseased or otherwise unfit for the production of meat for human consumption. Because of the unusual nature of these cases, the permits may be issued after the animals have been slaughtered without placing the farm slaughterer in non-compliance. Such permits shall be signed and numbered as provided above. The county war meat committee shall forward to the area supervisor for transmittal to the state supervisor the original of each such permit with a statement of the circumstances which made it necessary to issue the permit.

2640. Numbering of Farm Slaughter Permits and Use of Franking Privilege by County War Board.

2641. Numbering of Farm Slaughter Permits.

Each farm slaughter permit shall be assigned a consecutive serial number. This number shall be preceded by the state and county AAA code numbers and the letter "P."

2642. Use of Franking Privilege.

When the county war meat committee wishes to send out official communications, it should arrange with its county war board for the mailing of such communications in order that use may be made of the franking privilege.

2650. Permits for Club Animals Sold at Auction or in Joint Sales Under Supervision of Club Officials.

When a responsible officer, such as a County Agricultural Agent or Club Agent, in charge of a calf, pig, ~~or~~ lamb club, wishes to conduct a club sale, he should get in touch with the appropriate County War Meat Committee or appropriate Area Supervisor. The officer in charge at the club should certify to the County War Meat Committee or the Area Supervisor that the animals to be sold were fed in an organized club under the direction of the Extension Service, the Smith-Hughes School, or other recognized agency.

2651. Purchase of Club Animals by Persons Holding Licenses.

In those instances where a purchaser of club animals has a license as a Class 1 or Class 2 slaughterer, the meat from the animals purchased at the club sale should be reported by him as exempt deliveries if he obtains an exemption certificate signed by the officer in charge of the club. For the period in which quotas are suspended, however (September and October), it will not be necessary to obtain such exemption certificates or to report club animals separately as no limitations exist on slaughter quotas.

2652. Persons Who Sell Meat or Custom Slaughter Livestock and Who Do Not Have Licenses or Permits as Class 1, 2, or 3 Slaughterers.

Special slaughter permits may be issued to purchasers of animals at club sales who do not have licenses but who are regularly engaged in the business of selling meat, including those who sell meals. Such permits shall be issued on the same form and in the same manner as permits which are issued to farm slaughterers. These permits shall specifically limit the permittee to slaughter only those animals purchased at the club sales. Such a permit does not entitle the permittee to a quota base or the right to continue business as a slaughterer. Arrangements should be made with the Area Supervisor for the issuance of permits at each club sale.

2653. Persons Who Are Not Eligible for Permits.

A person who is not eligible for a slaughter permit, but who wishes to support the sale by buying an animal, may be considered exempt from the provisions of FDO-26 to resell the animal to a person eligible to slaughter the animal or have it slaughtered.

2700. Licenses for Custom Slaughterers.

2710. Custom Slaughterers Who Already Have Permits under FDO-27.

A custom slaughterer who already has a permit under FDO-27, as amended, shall be issued a license by the regional director on the basis of the present permit and such other investigation as he determines is necessary.

2720. Persons who Wish to Apply for Custom Slaughter Licenses.

2721. Form to be Used for Application.

A person who applies for a license as a custom slaughterer and who does not hold a permit under FDO-27, as amended, shall complete in duplicate Form FDO-27-9, Custom Slaughter Application and Permit for livestock slaughter. This form should be submitted to the appropriate area supervisor. The area supervisor should strike out the words "and permit" from the application and substitute the words "for license."

2722. Review of Application by Area Supervisor

The area supervisor shall review the application and make recommendations on it to the state supervisor. One copy with the recommendations made should be transmitted to the state supervisor and the other copy retained by the area supervisor.

2723. Issuance of the License

The state supervisor shall review and submit the application to the Regional Director who shall issue the license.

2724. Numbering of Custom Slaughter Licenses

Licenses issued to custom slaughterers shall be assigned a number consisting of the letters "PC," the State and County AAA code, and a consecutive serial number. In the case of a person already holding a permit as a custom slaughterer, this number shall be the same as that assigned to the permit. A person previously registered as a commercial slaughterer and reclassified as a custom slaughterer under FDO 61 and FDO 75 shall be assigned a new number in accordance with the above; his registration number shall be dropped. In the case of a federally-inspected plant, the establishment number shall be used and in addition shall be preceded by the letters "PC."

In issuing the license, the words "custom slaughterer" should be inserted below the words "licensed as a," and the words "class slaughterer" should be deleted.

4422
M2M31
Reserve

UNITED STATES DEPARTMENT OF AGRICULTURE

Food Distribution Administration

Washington 25, D. C.

August 25, 1943

To: Personnel Using the Manual of Policies and Procedures
for Administration of the Slaughter License Program

From: H. E. Reed, Chief, Livestock and Meats Branch

Subject: Addenda to the Manual

Attached are additional materials for the Manual on the Slaughter
License Program. These materials fit in as follows:

1. The page now starting at 1220, continuing through 2130
on the back, should be removed and the pages running
from 1220 through 2132 inserted in its stead. The page
beginning with 2140 remains.
2. The new sections 4000 and 5000 can be inserted at the
back, before the Exhibits.
3. Exhibit 6, follows at the end of the Manual.

Attachments



- c. Beginning in September, mail one copy of Form FDO-75-4 to other Class 2-B slaughterers except those not required to report because their quota bases for a calendar year are less than 50 head of cattle and less than 300 head of livestock.
- 4 Before tabulation, the reports under "b" and "c" above should be checked to see that the various questions have been answered, and the reported information should be reviewed for general reasonableness. The requirement for reasonableness will be satisfied when average live weights and dressing percentages are generally within the range of those expected in the region. This review should be performed by observation rather than by computation.
- 6 Begin separate tabulations of reports under "b" and "c" above. These tabulations should be made by counties for areas in which area supervisors are located. This arrangement will facilitate furnishing the area supervisor with a typed list showing over-slaughter for his area referred to on the 26th of the month. The headings on the tabulation sheet should provide for the name, address, license number, and quota. In addition, for slaughterers under "b" above, they should include reported head, live weight, dressed weight, and Government deliveries. For slaughterers under "c" above they should include reported head and live weight. The Washington, D. C., office will tabulate and summarize the data on reports from Class 1 and 2-A slaughterers.
- 11 Main in bulk one set of the reports received from Class 1 and 2-A slaughterers to the Livestock and Meats Branch, FDA, Washington 25, D. C. One copy of each report received after this date should be sent to Washington immediately upon receipt. In case the slaughterer submits only one copy of the monthly report, prepare a copy of the original, and, after proof-reading, send the copy to Washington.
- 13 Mail one copy of report forms FDO-75-1A, 75-4 and 75-5 stamped "Second Request" to slaughterers who have not reported by the 13th
- 20 Mail each area supervisor separate lists under "b" and "c" showing name and address of slaughterers who have not reported by the 20th. Wired requests for reports should be sent by the Regional Office to Class 1 and 2-A slaughterers who have not reported by the 20th. A copy of these lists and wires should be sent to the Defense supplies Corporation.
- 22 Mail form letter to Class 1 and 2-A slaughterers who have exceeded their quotas, specifying the amount of over-slaughter. (See Exhibit #6 attached.) One copy of this letter should be mailed to the Livestock and Meats Branch, Washington 25, D. C., one copy to the Defense Supplies Corporation, and two copies kept for the Livestock and Compliance Divisions in the regional office.
- 25 Prepare a summary showing for each state the following information for each kind of livestock:

AMERICAN MEDICAL ASSOCIATION
 PUBLISHED WEEKLY
 CHICAGO, ILL., U.S.A.
 Vol. 12, No. 1, January 1919

CONTENTS
 EDITORIAL
 THE JOURNAL OF THE AMERICAN MEDICAL ASSOCIATION
 PUBLISHED WEEKLY
 CHICAGO, ILL., U.S.A.
 Vol. 12, No. 1, January 1919

CONTENTS
 EDITORIAL
 THE JOURNAL OF THE AMERICAN MEDICAL ASSOCIATION
 PUBLISHED WEEKLY
 CHICAGO, ILL., U.S.A.
 Vol. 12, No. 1, January 1919

4300. Monthly Reports From Slaughterers

The procedures for transmission, follow-up, tabulation, and summarization of monthly reports required from slaughterers are presented in the form of a calendar which indicates the steps to be performed for the various days of the month. Attention is called to the fact that the minimum requirements for persons who must submit reports has been changed from those slaughterers who slaughtered over 4,000 pounds a month to those whose quota bases for a calendar year are less than 50 head of cattle and less than 300 head of livestock.

4310. Calendar of Monthly Reporting Procedure in Regional Offices

Date of

Month Mail monthly report forms as follows:

- 25-26 a. Beginning in August, mail 4 copies of Form FDO-75-1A to Class 1 and Class 2-A slaughterers. This will include federally-inspected local slaughterers who formerly reported on Form FDO-27-5. (Form FDO-75-1 will be sent to National Packers from Washington.)
- b. Beginning in September, mail 3 copies of Form FDO-75-5 to Class 2-B slaughterers whose quota bases are in terms of dressed weight (for hogs, live weight).

placed in Class 1 by virtue of being subject to Federal meat inspection, or being placed in Class 2-A by virtue of size of quota base, it will be necessary to compute the quota base from the monthly slaughter basis to the quarterly dressed weight basis (see Section 2413). Any quota base established for such a slaughterer, upon a monthly basis, shall remain upon the same basis until October 1, 1943.

1220. Quota Periods and Quota Bases for Class 2-B Slaughterers

1221. Quota Period for Class 2-B Slaughterers

For Class 2-B slaughterers, each calendar month or accounting month shall constitute a quota period.

1222. Quota Base for Class 2-B

The corresponding base period for a Class 2-B slaughterer is the month of 1941 which corresponds to the given month of a quota period. The permanent quota base for the Class 2-B slaughterer shall be the quantity of meat of such type produced from the livestock owned by him at the time of slaughter in the corresponding base period. Class 2-B includes persons formerly classified as butchers. These persons shall be given a separate quota base for each type of meat. For this purpose the number of head of each type shall be used unless the slaughterer requests live weight of each type instead.

1230. Quota Periods and Quota Bases for Class 3 Slaughterers

1231. Quota Period for Class 3 Slaughterers

Each calendar quarter shall constitute a quota period for a Class 3 slaughterer.

1232. Permanent Quota Base for Class 3 Slaughterers

The quota base for Class 3 slaughterers shall be the number of head of each type of livestock, or, at the option of the farm slaughterer, the total live weight of livestock owned by him at the time of slaughter in the corresponding base period (the calendar quarter of 1941).

For the problem that the regional rationing executive has reported fully on the problem, including its disposition, to the Meat Branch of the Office of Price Administration in Washington. The best basis for a regional director to assume the responsibility for such a local shortage is a copy of the regional rationing executive's report to the Meat Branch.

1333. Cases in which the FDA Regional Director may take responsibility for meat shortages.

The regional director should not assume responsibility for a meat shortage problem unless he has adequate information furnished by the Office of Price Administration to show (1) that there is a shortage of all types of meat as a whole rather than just a shortage of one or two types for which demand is strong, (2) that the Office of Price Administration has not been successful in getting regular suppliers to fill the shortage upon requests to do so voluntarily, and (3) that either the Office of Price Administration has declared the area an emergency area for the addition of transportation costs to wholesale ceilings or such action would provide no relief.

1334. Adjustment of Slaughter Quotas by FDA

Once the regional director determines that there is no practical way to relieve the shortage other than by the adjustment of slaughter quotas, he may in consultation with OPA officials make such adjustments as he determines are necessary in accordance with his authority and with the policies outlined from time to time by the Livestock and Meats Branch. In any case in which the regional director makes such an adjustment he shall require as a condition of the adjustment that the deliveries be made in accordance with his directions. These shall direct the delivery of the meat into the area and through such channels of distribution as will provide the greatest possible relief of the shortage with the smallest amount of adjustment. The regional director shall avoid, wherever possible, granting any advantage of such an adjustment to any slaughterer who has materially changed his channels of distribution. Adjustments should be granted wherever possible to slaughterers who operate under Federal inspection and who sell at wholesale in order to obtain the greatest mobility of the resulting supplies and to assure delivery of meat produced under sanitary conditions. Any adjustment of slaughter quotas should be made in such a way that a minimum increase in slaughter quotas, if any, is required.

1300. Policy on Quotas in Relation to Meat Shortages.

1310. Responsibility of WFA and OPA with Regard to Rationed Foods

The division of responsibility between the War Food Administration and the Office of Price Administration in regard to distribution of rationed foods is covered in an agreement signed February 12, 1943, between these two agencies. Provision 5 (e) of that agreement states:

"The Department shall have complete responsibility for the determination of overall allocations for civilian use and for determining individual processor quotas. The OPA shall have responsibility for directing the flow of rationed commodities within such quotas and allocations from the time the commodity is placed in a form ready for distribution by the processor."

1311. Policy of the OPA on Meat Rationing.

Under the terms of this agreement, therefore, the War Food Administration has retained no authority over the distribution of meat from the time it leaves door of the slaughterhouse or processor. The Office of Price Administration has full authority over distribution of meat at all levels, from the slaughterer-processor to the consumer. The method the Office of Price Administration has adopted for rationing meat is to provide for a free flow of ration points from the consumer to the slaughterer and a free flow of meat from the slaughterer to the consumer. If this form of rationing is not effective in obtaining an equitable distribution of the Nation's civilian meat supply, the Food Distribution Administration cannot remedy the situation by increasing civilian quotas.

1320. Relation of Slaughter Quotas to the Meat Rationing Program.

1321. Purpose of WFA Slaughter Quotas.

The slaughter license order is designed mainly to implement the administration of slaughter quotas. The quotas are needed to facilitate procurement of meat supplies for the Armed Forces and other essential war purposes. The quotas are intended to preserve for each individual slaughterer ~~his normal~~ proportionate share of the civilian business under the meat rationing program. They prevent some slaughterers, who would not otherwise be required to produce for Government war needs, from acquiring most of the civilian meat business of others who would have to supply the Government. They permit definite portions of the Nation's livestock supply to be used by individual slaughterers for the production of meat for civilian sale. They require indirectly that the rest of the livestock supply move only into those slaughtering plants that operate under Federal inspection and are thereby equipped to supply the Government's war needs. Slaughter quotas are not for the purpose of obtaining proper distribution of civilian meat supplies. They merely split the meat supply between civilian and war uses. The quotas do not prevent a slaughterer from shipping his civilian meat supplies wherever he chooses.

1322. Role of the Slaughter Quotas in the Distribution of Civilian Meat.

The slaughter quotas aid indirectly in the distribution of the civilian meat supply through the rationing program by assuring that slaughterers who can sell meat across State lines will have their proportionate share of their previous civilian sales so they can ship part of it into deficit areas they serve normally. In some cases it is known that they are not serving certain areas they previously supplied. The present rationing program does not require them to do so because the Office of Price Administration has determined that civilians as a whole will be more equitably and adequately supplied through the present type of rationing than through a much more complicated type that would involve pre-ration allocation, i.e., the designation of the person to whom each slaughterer shall sell specified amounts of his production of all types of meat.

1330. Procedure with Regard to Meat Shortages

1331. Referral of Meat Shortages to the OPA

Since the distribution of the Nation's civilian meat supply is the responsibility of the Office of Price Administration, any shortages of meat in any areas are to be handled by that office rather than by any representative of the Food Distribution Administration. When meat shortages are called to the attention of FDA area and State supervisors, they are to be referred to the Office of Price Administration in that area. Area and State supervisors may, if they wish, receive reports of shortages that are called to their attention, but in all cases the persons making such reports should be informed that the reports are being received only for transmission to the Office of Price Administration.

1332. Investigation of Meat Shortages by the OPA.

Any investigation of the validity of reported meat shortages should be performed only by the Office of Price Administration. The Office of Price Administration, after confirming a meat shortage, will take such action as it can to obtain relief for the particular situation. If a local office of that agency cannot obtain the needed relief, it reports the problem to the regional rationing office. State and area meat supervisors are not to participate in these attempts to relieve meat shortages because to do so subjects them to recommendations for local slaughter quota increases. The only exceptions to this are to be those in which the OPA reports that unused quotas are the immediate and direct causes of the shortages. Such instances are to be handled in accordance with definite policy and procedure, such as Sec. 3112, 3113, and 3114.

If a regional rationing executive of the Office of Price Administration determines that the facilities at his command, including shifting the distribution by regular supplies, are not adequate to relieve a meat shortage and specifically requests assistance of the regional director of the Food Distribution Administration, the regional director is justified in using his authority to assist in relieving the shortage according to his best judgment. The regional director should assure himself when he accepts the responsibility

2000. Policy and Procedure for Issuance of Licenses

2100. Policy for Issuance of Licenses Other Than Determination of Quota Base

In those instances where it is necessary to adjust the quota base as set up in the permit, the license should be issued and the correct quota base assigned. At the time the slaughterer is furnished his license and quota base, he should be advised as to the adjustment and the basis upon which the adjustment was made. Any quotas which exceed the maximum limits provided below shall be reduced to these limits.

2110. Permits Which Should not have been Issued

When it is determined that the original permit should not have been issued either because of misrepresentation on the part of the slaughterer or for other reasons, the policy given under 2130 should be followed.

2120. Conditions Under Which Licenses Shall be Withheld Because of Noncompliance

One of the principal reasons for replacing the permit system with a license system is to gain a more direct control over the activities of slaughterers. Accordingly, a license should not be issued until it has been definitely ascertained that the applicant or permit holder is entitled to a license and that the quota base to be assigned to him is a proper one. One of the conditions to be taken into account in issuing the license is whether the slaughterer has stayed within his civilian quotas. For this reason the slaughter reports of each applicant must be checked. When the applicant has exceeded his civilian quota, a determination must be made before the license can be issued as to whether or not the overslaughter is of an amount that can be spread over a reasonable period. The nature of this determination will depend on whether the overslaughter occurred prior to April 1, 1943, or after April 1, 1943.

2121. Slaughter in Excess of Quota Prior to April 1, 1943, Under the Provisions of Meat Restriction Order #1

In most cases overslaughter prior to April 1, 1943, under the provisions of Meat Restriction Order #1 should have been offset by September 1. In those instances where it has not, the slaughterer shall be required to deduct from his deliveries for civilians at least 25% of such deliveries until the entire amount of the excess slaughter has been offset.

2122. Slaughter in Excess of Quota Subsequent to April 1, 1943

In those instances where there has been slaughter in excess of the allowable quota since April 1, 1943, and before September 1, 1943, the slaughterer shall be required to make up his excess slaughter in the succeeding quota periods. If the overslaughter is such that it can offset within a period

1. The first part of the report is a summary of the work done during the year.

The second part is a detailed account of the work done during the year, and the third part is a summary of the results of the work.

The fourth part is a summary of the work done during the year, and the fifth part is a summary of the results of the work.

The sixth part is a summary of the work done during the year, and the seventh part is a summary of the results of the work.

The eighth part is a summary of the work done during the year, and the ninth part is a summary of the results of the work.

The tenth part is a summary of the work done during the year, and the eleventh part is a summary of the results of the work.

The twelfth part is a summary of the work done during the year, and the thirteenth part is a summary of the results of the work.

The fourteenth part is a summary of the work done during the year, and the fifteenth part is a summary of the results of the work.

The sixteenth part is a summary of the work done during the year, and the seventeenth part is a summary of the results of the work.

The eighteenth part is a summary of the work done during the year, and the nineteenth part is a summary of the results of the work.

of six months or less, an interview should be held with the slaughterer with the view to working out a definite procedure under which overslaughter will be offset. The slaughterer should agree in writing to this procedure for working off the overslaughter. If the slaughter cannot be offset within a period of six months, then the policy outlined under 2130 should be followed.

2123. Informing the Slaughter of Reduced Quota

Where it is determined that the overslaughter can be offset, a schedule should be prepared showing how this can be accomplished. A letter should be sent to the slaughterer with the license on the quota base form specifying the amount of the reduced quota so that the slaughterer cannot claim that he was unfamiliar with the requirement to reduce his slaughter. This letter should be sent by registered mail, return receipt requested.

2124. Excess Slaughter to be Offset for each Species in which Overslaughter Occurred.

Any plan developed to offset excess slaughter should provide for a reduced quota for each species in which overslaughter occurred. As a general rule, overslaughter in one kind of livestock cannot be offset by reduced slaughter for another kind of livestock.

2130. Where it is Determined to Withhold the License

FDO 75 provides that where it is determined that a license shall not be issued, the person affected shall be notified in what respects he fails to meet the requirement of the Order and shall be afforded an opportunity to submit additional information establishing the right to a license or a permit. Therefore, when the regional director determines that the slaughterer should not have been issued a permit originally or that the slaughterer fails to meet the conditions for the license, he shall notify the slaughterer, in accordance with the above policy. Where the applicant desires to appear personally, he should be permitted to do so. A careful record of the facts developed at such an appearance should be kept in order that action which the regional director takes will be substantiated in court should legal proceedings arise.

2131. When the Slaughterer Fails to Establish his Right to a License or a Permit

When the slaughterer fails to establish his right to a license or a permit after presenting additional information or making a personal appearance, the regional director shall notify the slaughterer of this fact. In cases where this decision is the result of overslaughter, a determination must be made as to approximate length of time which would be required to offset the

1. The first part of the paper discusses the importance of maintaining accurate records of all transactions. It emphasizes that this is essential for the proper management of the company's finances and for ensuring that all stakeholders have access to the same information.

2. The second part of the paper discusses the importance of maintaining accurate records of all transactions. It emphasizes that this is essential for the proper management of the company's finances and for ensuring that all stakeholders have access to the same information.

3. The third part of the paper discusses the importance of maintaining accurate records of all transactions. It emphasizes that this is essential for the proper management of the company's finances and for ensuring that all stakeholders have access to the same information.

4. The fourth part of the paper discusses the importance of maintaining accurate records of all transactions. It emphasizes that this is essential for the proper management of the company's finances and for ensuring that all stakeholders have access to the same information.

5. The fifth part of the paper discusses the importance of maintaining accurate records of all transactions. It emphasizes that this is essential for the proper management of the company's finances and for ensuring that all stakeholders have access to the same information.

6. The sixth part of the paper discusses the importance of maintaining accurate records of all transactions. It emphasizes that this is essential for the proper management of the company's finances and for ensuring that all stakeholders have access to the same information.

7. The seventh part of the paper discusses the importance of maintaining accurate records of all transactions. It emphasizes that this is essential for the proper management of the company's finances and for ensuring that all stakeholders have access to the same information.

8. The eighth part of the paper discusses the importance of maintaining accurate records of all transactions. It emphasizes that this is essential for the proper management of the company's finances and for ensuring that all stakeholders have access to the same information.

9. The ninth part of the paper discusses the importance of maintaining accurate records of all transactions. It emphasizes that this is essential for the proper management of the company's finances and for ensuring that all stakeholders have access to the same information.

10. The tenth part of the paper discusses the importance of maintaining accurate records of all transactions. It emphasizes that this is essential for the proper management of the company's finances and for ensuring that all stakeholders have access to the same information.

11. The eleventh part of the paper discusses the importance of maintaining accurate records of all transactions. It emphasizes that this is essential for the proper management of the company's finances and for ensuring that all stakeholders have access to the same information.

12. The twelfth part of the paper discusses the importance of maintaining accurate records of all transactions. It emphasizes that this is essential for the proper management of the company's finances and for ensuring that all stakeholders have access to the same information.

overslaughter on the basis of the slaughterers' present quota base and the percentages in effect in August. The slaughterer shall be advised that when this period expires, he may apply for a license and a quota base.

2132: When the Applicant Establishes his Right to a License or a Permit

When the applicant establishes his right to a license or a permit as a result of additional information or personal appearance, the regional director shall require the slaughterer to enter into a written agreement by which the slaughterer agrees to reduce his slaughter or to such other condition which may be necessary to bring him into compliance.

4000. Policy and Procedure on Monthly Reports and Compliance

4100. Policy on Monthly Reports and Compliance

4110. Policy of Defense Supplies Corporation Regarding Payments to Slaughterers Who Exceed Quotas

The Defense Supplies Corporation has issued a statement of its policy in regard to the payment of subsidies to slaughterers who have exceeded their quotas. The policy may be stated simply by saying that subsidies are not paid on slaughter in excess of quotas until such excess has been charged by FDA against specific quotas for future periods, or otherwise adjusted by FDA. Excesses prior to quota periods which include June are not considered. In order to understand how individual cases are treated it is necessary to understand what a slaughterer's quota is in such a case. A slaughterer's quota in any one period is determined by multiplying his quota base by a percentage established for the current quota period, and by adjusting the result by deducting any excess in the previous period, or adding any amounts which have been authorized. For example, when a slaughterer has exceeded his quota, which is 10,000 pounds per month, by excess slaughter of 1,000 pounds, his quota in the following period is automatically reduced by 1,000 pounds. In such a case, the Defense Supplies Corporation would pay subsidies on 10,000 pounds for the first quota period, and on no more than 9,000 pounds for the second quota period. If he gets a statement from FDA charging the 1,000 pounds excess to his quota for some future period, this operates for DSC as an increase in quota in the first period, and a decrease in the period charged, and he is then entitled to payment on the excess in the first period, and to payment up to the reduced quota in the period charged. However, in certain instances the Food Distribution Administration has modified this procedure somewhat by increasing his quota in the first period to 11,000 pounds and by allowing the slaughterer to reduce by a total of 1,000 pounds his quotas in two or more quota periods instead of only one. Where this is done, the slaughterer's quota is not reduced so drastically in any one period. His quota might then be 11,000 for the first period in which the excess occurred, 9,500 for the second, and 9,500 for the third, and subsidies would be paid on these amounts.

4111. Slaughterer Required to Furnish Authorization to Defense Supplies Corporation

Defense Supplies Corporation pays subsidies on the slaughterers quota as automatically adjusted, or as adjusted by any authorization as the case may be, or as adjusted by FDA by a specific charge against quotas for future periods. Where authorizations, or statements of specific amounts charged against quotas in future periods, have been given, the slaughterer must furnish copies of such authorization of statement to the Defense Supplies Corporation if he desires payment of subsidies on his excess slaughter in any period.

4120. Requirements of the Order in Excess of Slaughter

FDO-75.1 provides that delivery of meat by any Class 1 or Class 2-A slaughterer, or the slaughter of livestock by any Class 2-B or Class 3 slaughterer in excess of the slaughterer's quota for any quota period shall be charged against the slaughterer's quota for the subsequent quota period and, in addition, shall subject him to such other actions, penalties, or proceedings as may be prescribed by law or imposed pursuant to the order. The order also provides that any Class 1 or Class 2-A slaughterer who, during any quota period does not deliver his entire quota for such period may carry over an amount of such unused quota, not to exceed 5% of his entire quota for such period to the next succeeding quota period and his authorized deliveries for such succeeding period shall be increased in that amount.

4130. Policy for Handling Major and Minor Violations

The procedure given on compliance in Sec. 4400 below specifies types of cases which should be handled by the regional office and the types of cases which should be handled by area supervisors. Cases which require formal investigation by investigators or accountants shall be handled by the regional offices in accordance with the Manual of Enforcement of Food Orders administered by Food Distribution Administration. Cases in which it is apparent at the time of the receipt of the complaint or upon preliminary investigation by area supervisors that legal action or formal administrative proceedings will be necessary shall be referred to the regional compliance division. Certain classes of apparent violations shall be handled informally by area supervisors in accordance with the instruction under 4400. A brief memorandum report of each case handled by an area supervisor shall be made in duplicate to the regional office for use by the Compliance Division and the Livestock and Meats Division with an extra copy going to the State Supervisor.

4200. Compilation of List of Slaughterers, Butchers, etc.

Apparently only a few of the issuing officers have submitted to the regional offices lists of slaughterers to whom permits were issued. Regional offices should, therefore, advise area supervisors of counties from which no list has been received and request that they obtain such lists. As soon as the lists are received by the regional office, they should be checked to see that permits are on file for each slaughterer listed. If not, a request should be made to the area supervisor to obtain a copy of the permit from the County War Board and to send it to the regional office.

Date of
Month

4310 (Continued)

For slaughterers under "b" above:

	<u>No. of Licenses</u>	<u>Head</u>	<u>Live Weight</u>	<u>Dressed Weight</u>
Number reporting	_____	_____	_____	_____
Number not reporting and quotas	_____	_____	_____	<u>1/</u>

1/ Snow live weight for hogs.

In case deliveries to governmental agencies are reported, these totals should be shown to the right of the other data.

For slaughterers under "c" above:

	<u>No. of Licenses</u>	<u>Head</u>	<u>Live Weight</u>
Number reporting	_____	_____	_____
Number not reporting and quotas	_____	_____	_____
Number not required to report and quotas	_____	_____	_____

Air mail one copy of each of these summaries to the Livestock and Meats Branch, Washington 25, D. C., and the War Meat Board, 5 South Wabash Avenue, Chicago, Illinois.

26

Prepare from the tabulation referred to under the 6th of the month, six copies of an abstract showing for only those who over-slaughtered their quotas, the name, address, license number, the quota, and the reported slaughter. Separate abstracts should be prepared for those under "b" and "c" above. Under "b" above, it is not necessary that the reported "head" and "live weight" be shown, except for hogs show live weight instead of dressed weight. Under "c" above, show the quota in head and only the "head" reported (omit live weight). Distribute these abstracts as follows:

- 1 copy to the Livestock and Meats Branch, Washington 25, D. C.
- 1 copy to the Defense Supplies Corporation
- 1 copy to the State supervisor
- Send the area supervisor the list for his area
- Keep two copies in the regional office for the Livestock and Compliance Divisions

4320. Procedure when Monthly Reports are Not Submitted on Time

As indicated in the above calendar, Class 1 and Class 2A slaughterers who are late in submitting monthly reports shall be sent follow-up letters and telegrams. The names of slaughterers in Class 2B who are late in submitting reports, shall be referred to the area supervisor for follow-up. The area supervisor shall request the slaughterer to submit the required report. If the slaughterer fails to comply with this request, the area supervisor shall notify the regional office and send a copy of such notification to the state supervisor.

4400. Procedure on Compliance

4410. Slaughter in Excess of Quota

4411. Slaughter in Excess of Quota by Class 1 and Class 2-A Slaughterers

Cases of over-slaughter by Class 1 or Class 2A slaughterers shall be handled by the regional office in accordance with the policy stated in 4120.

4412. Over-slaughter by Class 2-B Slaughterers

The method for handling cases of over-slaughter by Class 2B slaughterers will vary with the region and its work load. It is suggested that when a Class 2B slaughterer exceeds his monthly quota by not more than 5% or in the amount of 5,000 pounds, the case be referred to the area supervisor. The area supervisor should call on the slaughterer for the purpose of discussing the situation with him and informing him of the requirement in the order for off-setting the excess slaughter during the following quota period. The area supervisor should keep in close touch with such a slaughterer to make sure he has reduced his slaughter as required.

4420. Slaughter Without License or Permit

4421. Slaughter Without License by Class 1 or Class 2 Slaughterers

Cases of Class 1 or Class 2 slaughterers who slaughter without licenses should be referred to the Regional Compliance Division for investigation and appropriate action.

4422. Slaughter Without License or Permit by Custom Slaughterers or Class 3 Slaughterers

Instances of persons operating as Class 3 or custom slaughterers without permits or licenses should be referred to the area supervisor for handling. This job may, in many cases, be a matter of education and proper instruction. The area supervisor should prepare a report of his findings and transmit copies of it to the Regional Compliance Division, the regional Livestock and Meats Division, and the state supervisor. If the slaughterer fails to obtain the necessary license or permit after the interview with the area supervisor, the case should be referred to

REPORT OF THE
COMMISSIONER OF PLANT INDUSTRY
FOR THE YEAR 1904

WASHINGTON, D. C.

1905

THE UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF PLANT INDUSTRY

REPORT OF THE
COMMISSIONER OF PLANT INDUSTRY
FOR THE YEAR 1904

WASHINGTON, D. C.

THE UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF PLANT INDUSTRY
REPORT OF THE
COMMISSIONER OF PLANT INDUSTRY
FOR THE YEAR 1904

WASHINGTON, D. C.

1905

THE UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF PLANT INDUSTRY
REPORT OF THE
COMMISSIONER OF PLANT INDUSTRY
FOR THE YEAR 1904

the regional Compliance Division. Cases in which custom slaughterers slaughter without obtaining proper certificates shall be handled in the same manner.

4430. Failure to Mark Carcasses

4431. Initial Complaint

Reports of alleged violation of the marking of wholesale cuts of meat shall be referred to the area supervisor for handling, irrespective of the source of complaint or the class of slaughterer affected. This type of case may require educating the slaughterer to the requirements of the order.

4432. Second Complaint

When compliance cannot be obtained through contact by the area supervisor, the case shall be referred through the State supervisor, to the regional compliance division for investigation and such legal action as is required.

4440. Lack of Sanitary and Conservation Facilities

The Order provides that no Class 2 slaughterer and no person who custom slaughters livestock except in those cases where custom slaughtering is done on a farm or for a farmer shall slaughter livestock in the absence of minimum sanitary facilities and adequate facilities for the conservation and preservation of all edible and the principal inedible by-products. Compliance with sanitary requirements for state, county, or city inspection may be considered as compliance with this requirement.

4441. Initial Complaint

Initial complaints of this nature shall be handled by the area supervisor with the assistance, wherever possible, of local health or sanitary officers. The area supervisor should make a report of conditions found and action taken and submit copies to the State supervisor, to the regional Compliance Division, and the regional Livestock and Meats Division.

4442. Failure to Correct Unsanitary Slaughter Conditions

Where the necessary improvement in slaughter conditions is not obtained through persuasive measures, the case should be referred by the area supervisor through the State supervisor to the regional compliance division for appropriate legal action. Complaints indicating subsequent violation of these provisions by the same slaughterer should be investigated by the FDA regional Compliance Division.

4450. Where the License or Permit is Obtained on False Information

When the regional office learns that a license or permit has been obtained on the basis of false information, an investigator shall be sent to see the slaughterer to determine the actual facts. It shall be within the discretion of the regional director to take whatever action he feels appropriate on the basis of the report made by the investigator.

5000. Weekly Reports to War Meat Board

5100. Class 1 and 2A Slaughterers

All Class 1 and Class 2A slaughterers shall report directly to the War Meat Board.

5200. Class 2B Slaughterers over 300,000 pounds quota base Report to Area Supervisor.

Class 2B slaughterers (over 300,000 pounds quota base) should be requested by the area Supervisor to furnish him (replacing County War Board), by phone or wire, Government rate collect, the number of head of cattle, calves, sheep and lambs, and hogs slaughtered during the week ending Saturday. These data should be provided by Saturday noon each week. (Many do not slaughter on Saturday and could give the information Friday evening. Others would know what their Saturday kill would be by Saturday noon.)

5210. Area Supervisor Reports to State Supervisor

As soon as reports have been received by the area supervisor from such slaughterers in his area, they should be totaled and wired to the State Supervisor not later than Saturday evening. The War Meat Board wants totals for all these slaughterers. If the slaughterer fails to submit his report by wire by 1 p.m., Saturday, the Area Supervisor should contact him by phone to obtain the information and to advise him that the wire should be sent promptly by Saturday noon each week. These totals should be written according to the following code and sample wire:

CODE

WSH - Weekly slaughter, head
N - Number of plants
C - Cattle
CF - Calves
S - Sheep and Lambs
H - Hogs
T - Check Total

SAMPLE WIRE (Government Rate Collect)

WSH, N5, C2568, CF863, S928, H5690
T10049

(Signed by area supervisor)

5211. Area Supervisor's Written Report to State Supervisor

Following this wire each Saturday evening, the area supervisor shall send to the State Supervisor and a copy to the Regional Office, a list showing the name of each local slaughterer reporting for the week, his address, county and license number, and the number of head of each kind of livestock he slaughtered. Totals of the number of plants and slaughter data should also be shown.

12. 12. 1944

1. 12. 1944

2. 12. 1944

3. 12. 1944

4. 12. 1944

5. 12. 1944

6. 12. 1944

7. 12. 1944

8. 12. 1944

9. 12. 1944

10. 12. 1944

11. 12. 1944

12. 12. 1944

13. 12. 1944

14. 12. 1944

15. 12. 1944

16. 12. 1944

17. 12. 1944

18. 12. 1944

19. 12. 1944

20. 12. 1944

21. 12. 1944

22. 12. 1944

23. 12. 1944

24. 12. 1944

25. 12. 1944

26. 12. 1944

27. 12. 1944

28. 12. 1944

29. 12. 1944

30. 12. 1944

31. 12. 1944

32. 12. 1944

33. 12. 1944

34. 12. 1944

35. 12. 1944

36. 12. 1944

37. 12. 1944

38. 12. 1944

39. 12. 1944

40. 12. 1944

41. 12. 1944

42. 12. 1944

43. 12. 1944

44. 12. 1944

45. 12. 1944

46. 12. 1944

47. 12. 1944

48. 12. 1944

49. 12. 1944

50. 12. 1944

51. 12. 1944

52. 12. 1944

53. 12. 1944

54. 12. 1944

55. 12. 1944

56. 12. 1944

57. 12. 1944

58. 12. 1944

59. 12. 1944

60. 12. 1944

61. 12. 1944

62. 12. 1944

63. 12. 1944

64. 12. 1944

65. 12. 1944

66. 12. 1944

67. 12. 1944

68. 12. 1944

69. 12. 1944

70. 12. 1944

71. 12. 1944

72. 12. 1944

73. 12. 1944

74. 12. 1944

75. 12. 1944

76. 12. 1944

77. 12. 1944

78. 12. 1944

79. 12. 1944

80. 12. 1944

81. 12. 1944

82. 12. 1944

83. 12. 1944

84. 12. 1944

85. 12. 1944

86. 12. 1944

87. 12. 1944

88. 12. 1944

89. 12. 1944

90. 12. 1944

91. 12. 1944

92. 12. 1944

93. 12. 1944

94. 12. 1944

95. 12. 1944

96. 12. 1944

97. 12. 1944

98. 12. 1944

99. 12. 1944

100. 12. 1944

5220. State Supervisor Wires War Meat Board.

The State Supervisor, who shall be responsible for obtaining complete reports from his State, should compute State totals on the number of plants and head slaughtered of each kind, also a check total of the four kinds. These data should be wired to the War Meat Board, 5 South Wabash Avenue, Chicago, Illinois, not later than Saturday evening each week. He should use the same code as shown above.

Exhibit #6. Letter to Class 1 and 2A Slaughterers

War Food Administration
Food Distribution Administration
Region

Dear Sirs:

This will acknowledge the receipt of your monthly slaughter report form FDO-75-1A covering the month of _____, 19____. This report shows that you are in violation of Order FDO-75 because your deliveries for the accounting period have exceeded the amount permitted under the Order by the following amounts:

Beef.....	pounds
Veal.....	pounds
Lamb and Mutton.....	pounds
Pork.....	pounds

In addition to actions, penalties or proceedings prescribed by law, as set forth in FDO 75 and 75.1, excess deliveries made in any quota period must be charged against deliveries of the next quota period.

Very truly yours,

Regional Director
Food Distribution Administration

Note to Regional Director:

For the report covering July operations, reference should be made in this letter to form FDO-61-1 instead of FDO-75-1A and Food Distribution Order 61 instead of 75 and 75.1.

